



## INTEROFFICE MEMORANDUM

DATE September 10, 1997  
TO Gary Voorheis, Nuclear Operations, B111, X3019  
FROM Alan Parker, CPI, B111, X4163 *Alan M. Parker*  
SUBJECT RMRS APPENDICES TO SSOC TRAINING IMPLEMENTATION MATRIX  
BUILDINGS 374 & 774 - AMP-136-97  
Ref. F. P. Hughes ltr, FPH-100-97, to Alan Parker, Training Implementation Matrix  
(TIM) Approval Buildings 374 & 774, August 29, 1997

The referenced letter transmitted for K-H approval the RMRS Training Implementation Matrix (TIM) appendices to the SSOC TIM for RMRS Waste Management and Treatment Operations in Buildings 374 and 774. Closure Projects Integration coordinated the review of the referenced document with Nuclear Operations (A. W. Kuester) and is satisfied with its content.

Please include these appendices with the SSOC TIM submittal to the DOE, Rocky Flats Field Office for Buildings 374 and 774. If you have any questions please contact Kevin Daniels at extension 5844

KWD rwa

Attachments:  
As Stated

cc

K-H

Steve Crowe  
Kevin Daniels w/o Attach  
Alan Kuester  
John Miller w/o Attach

RMRS

Fred Hughes w/o Attach  
Terry Overlid w/o Attach.  
Doug Reinhart w/o Attach.

**BUILDING 774  
TRAINING IMPLEMENTATION MATRIX**

REVISION #0

This is a  
**CONTROLLED DOCUMENT (6)**  
ROCKY FLATS PLANT  
ENVIRONMENTAL MANAGEMENT DEPARTMENT  
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**WATER MANAGEMENT & TREATMENT OPERATION  
ROCKY MOUNTAIN REMEDIATION SERVICES (RMRS)**

**MISSION:**

**Baseline Mission (Category 2 Nuclear Facility)**

- a. Prevent a release of radioactive or hazardous material into the environment from operation of the water treatment system.
- b. Maintain compliance with laws and regulations pertaining to nuclear facility management, safety, health, and environment.
- c. Perform/support waste management activities.
- d. Receive and treat chemically and/or radioactively-contaminated liquid waste from Site process buildings.

Prepared by

*W.D. Bembert*  
Compliance Training Manager

8-28-97  
Date

Reviewed by

*Mark Dwyer*  
774 Team Lead

8-28-97  
Date

Approved by

*John E. Law for Ann Tyson*  
Vice President, Environmental Restoration

8/28/97  
Date

**NOTE: These concurrences and approval pertain to RMRS documents  
RF/RMRS-97-063 & -064.**

DOCUMENT CLASSIFICATION  
REVIEW WAIVER PER  
CLASSIFICATION OFFICE

## Appendix 2

**QUALIFICATION/CERTIFICATION REQUIREMENTS MATRIX FOR  
NUCLEAR FACILITIES AT  
ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE  
ROCKY MOUNTAIN REMEDIATION SERVICES LLC (RMRS) SUPPLEMENT  
(Includes Qualified Positions Required)**

**Building 774 (Category 2 Nuclear Facility)**

- 1 Baseline Mission (FSAR for Building 774, 6/87)
  - a Prevent a release of radioactive or hazardous material into the environment
  - b Maintain compliance with laws and regulations pertaining to nuclear facility management, safety, health, and environment
  - c Perform/support waste management activities
  - d Receive and treat chemically and/or radioactively-contaminated liquid waste from Site process buildings

## 2 Staffing Requirements

**KEY** Q = Qualified position, QD = Qualification Document, QSP = Qualification Standard Package

**NOTE** Building owner is Safe Sites of Colorado, L L C (SSOC), therefore management of the building and landlord functions associated with the monitoring, surveillance, calibration and maintenance of engineered safety features are not handled by RMRS, with the exception of water treatment containment systems. As a tenant, RMRS is responsible for the training and qualification of its treatment operations personnel and for supplying information to the SSOC Facility Manager for the Building 774 List of Qualified Individuals (LOQI)

- |   |  |                    |
|---|--|--------------------|
| a | <u>Managers</u><br>Team Lead                         | Q                  |
| b | <u>Operators</u><br>Process Specialist               | Q, QSP             |
| c | <u>Technical Support</u><br>Engineering Technologist | Q, QD              |
| d | <u>Maintenance</u><br>Maintenance Technologists      | Q, QD <sup>1</sup> |

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<sup>1</sup> Both RMRS and SSOC maintenance trade personnel perform maintenance tasks on water treatment system in B774. RMRS is not responsible for other maintenance performed on the building, including engineered safety features other than the water treatment containment systems within which RMRS operates. RMRS Team Lead informs SSOC maintenance management of area-specific training requirements for work in water treatment area. QD is for RMRS personnel.

**Appendix 2**

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(Includes Qualified Positions Required)**

**Building 774 (Category 2 Nuclear Facility)****3 Building Drill Requirements<sup>2</sup>**

Criticality/Evacuation/Accountability	Annual
Hazardous Material Release	Annual
Fire	Annual
Radiation Protection	Semi-Annual

**4 Continuing Training Goals**

See Section VI of the RMRS Building 774 Training Implementation Plan

**5 Proficiency Requirements (N/A)**

RMRS operations at Building 774 require no certified personnel positions, so no proficiency requirements apply

**6 Certification and Qualification Authority**

Certification Authority (N/A)

There are no certified personnel positions supporting operations at Building 774

Qualification Authority

Building 774 Team Lead

Water Management and Treatment Manager

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<sup>2</sup> SSOC is responsible for scheduling and implementing drills, with participation by RMRS personnel

# APPENDIX 3 - BUILDING 774 COMPLIANCE MATRIX FOR DOE ORDER 5480 20A

RF/RMRS-97-064  
RMRS SUPPLEMENT

Rev 0 Date 8/28/97

ORDER REQUIREMENTS	REQ MET YES/NO	EXCEPTION TAKEN TO REQ YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
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## GENERIC REQUIREMENTS (New requirements indicated with a \*)

### CONTRACTOR REQUIREMENTS DOCUMENT

*6 Perform periodic systematic evaluations, using DOE-STD-1070-94 for training and qualification programs	Yes	No	Training Users Manual (TUM), Training and Qualification Program, 96 RF/T&Q-0005 Section 1 Kaiser-Hill (K-H) periodically conducts systematic evaluations of training programs DOE-STD-1070-94 is used as a reference in the TUM section concerning program evaluations The RMRS Training Group (RT) provides for the company level training and qualification (T&Q) program direction and evaluation, and assists facility management in the implementation and compliance to the T&Q program requirements within RMRS nuclear facilities		
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## CHAPTER I GENERAL REQUIREMENTS

### 2. TRAINING ORGANIZATION

One or more organizations are established to be responsible for the training of operating organization personnel	Yes	No	The RMRS Qualification Authorities to sign Qualification Documents (QD) RMRS operations personnel in Building 774 are the Team Lead and the Water Management and Treatment Manager, as designated in the Building 774 Training Implementation Plan (TIP) The RT tracks and schedules the related T&Q activities, and is responsible for the overall T&Q program effectiveness		
*This organization(s) is held accountable for providing facility line management with the support necessary to ensure that personnel in the operating organization are qualified to safely and effectively meet job requirements	Yes	No	The RT Group answers to senior management on the adequacy of line management T&Q support RMRS operations management provides for sufficient funding to execute the required T&Q activities in Building 774		
The responsibilities, qualifications, and authority of training organization personnel (including subcontractors) are documented, and managerial responsibilities and authority clearly defined	Yes	No	The RMRS Training Manual (RTM) identifies the sitewide programmatic approach to personnel training and qualification, including requirements for qualifying instructors RTM Section III details the training organization responsibilities and the requirement for qualification of instructors The TUM discusses training oversight and the interaction of various training		

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departments at the site					
<b>3. SUBCONTRACTOR PERSONNEL QUALIFICATION</b>					
Subcontractor personnel meet the qualification requirements for the job function to be performed	Yes	No	The Qualification Program Tracking (QPT) system is used to verify and maintain compliance with the RTM, Section IV B and the Building 774 TIP, Section II, for RMRS subcontractors SSOC and DCI personnel performing activities within the water management operations area of Building 774 are not RMRS subcontractors and are qualified in accordance with their company's T&Q program		
The operating organization ensures that subcontractor and temporary personnel who perform specialized activities such as radiation protection, maintenance, in-service inspection, radiography, and welding are qualified to perform their assigned tasks by properly documenting one of the following	Yes	No	Same as 3		
a The satisfactory result of an audit of subcontractor records which relate to qualification of the subcontractor personnel being considered for assignment by the operating organization, or	Yes	No	Same as 3		
b Previous verification (within 2 years) of the ability of the subcontractor employee to perform assigned tasks safely and efficiently, or	Yes	No	Same as 3		
c Successful completion by the subcontractor employee of those segments of the operating organization's qualification program which are considered pertinent to the accomplishment of the task to be performed	Yes	No	Same as 3		

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Subcontractor personnel who do not meet the requirements, for work activities on engineered safety features identified in the SAR are supervised by a person who meets the qualification criteria established by the operating organization for conduct of such activities	N/A		SSOC has responsibility for work activities on engineered safety features (ESFs) in Building 774 See the SSOC TIM		
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## 4. PERSONNEL SELECTION

a A process for selecting and assigning personnel into the operating organization is established	Yes	No	Kaiser-Hill Team Salary Administration Program, TIP, and QPT		
b DOE approval is required on a case-by-case basis for individuals who do not meet experience requirements for a position but are assigned to the position based on a determination that the overall operating organization is balanced and strong	Yes	No	The RTM Section IV F		

## 5. QUALIFICATION PROCESS

a Qualification requirements for personnel in each functional level are defined based on the criteria in 5480 20A	Yes	No	The TUM, TIP, and QPT address qualification requirements for functional levels occupied by RMRS personnel Operating area-specific T & Q requirements for other K-H Team company personnel are defined in writing by the B774 Team Lead to their management Generally, SSOC personnel assigned to Building 774 to accomplish their landlord functions through management and building safety activities are not subject to RMRS T & Q requirements		
c Technician and maintenance personnel qualification includes demonstrated performance capabilities (performance demonstrations) to ascertain their ability	Yes	No	Performance demonstrations implemented by QPT and the specific qualification packages maintained by RMRS maintenance management and Training Coordinator for RMRS Maintenance Technologists in accordance with the RTM Section IV C		

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to adequately perform assigned tasks					
Participation in continuing training programs is required to maintain and improve their abilities to continue to function safely in the operating organization	Yes	No	Continuing training goals are addressed in the TIP, Section VI Building 774 personnel training is tracked with the Qualification Program Tracking System		
*d The successful completion of the requalification program and formal requalification of operators and supervisors is indicated by signature	Yes	No	Requalification for Building 774 Process Specialists and their supervisors who operate the water treatment system and ancillary equipment is specified in the RTM and TIP		
(THE REMAINDER OF THE REQUIREMENTS OF THIS SECTION (examination requirements) ARE REPEATED ELSEWHERE IN THE ORDER AND NOT REFERENCED HERE)					
e Qualification may be granted only after assuring that all requirements (including training and examinations as required) and other specified requirements (e.g., medical examination) have been satisfactorily completed	Yes	No	The TUM, the TIP, and the QPT		
f Qualification of operators and their immediate supervisors is valid for a period not to exceed two years unless revoked for cause (e.g., medical disqualification, performance deficiencies)	Yes	No	The TUM, the TIP, and the QPT		
<b>6. CERTIFICATION PROCESS</b>					
a Certification is governed by written procedures which include requirements for documented assessment of a person's qualifications through examinations and operational evaluations	N/A		No positions at Building 774 require certification because the nature of the water treatment and treatment residual stabilization activities and nuclear material safety limits preclude criticality occurrence potential and ensure that significant quantities of fissionable materials are not directly handled or processed in this facility (SAR)		
b Certification may be granted only after assuring that all qualification	N/A		Same as 6a		



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requirements (including written and oral examinations and operational evaluations) and other specified requirements (e.g., medical examinations) have been satisfactorily completed, and management has assured that the person is capable of safely performing all functions of the position					
Certification is verified by a person or group other than the person or group that provided the training or the candidate's immediate supervisor	N/A		Same as 6a		
Certification is valid for a period not to exceed two years	N/A		Same as 6a		
Certification is required of positions equivalent to positions listed in 5480 20A 16 c	N/A		Same as 6a		
All other operator or immediate supervisor positions to be certified are identified in the Training Implementation Matrix	N/A		Same as 6a		
<b>7. TRAINING</b>					
*Training to support qualification and certification programs is based on a systematic approach to training	Yes	No	The RTM and the TIP		
*A graded approach is used to establish the systematic approach to training for operations personnel, maintenance personnel, technicians, and the technical staff	Yes	No	The RTM, Section IV describes development of training and personnel qualification requirements using a graded approach that stresses competency to perform water treatment tasks. The JTAs performed for the RMRS operating processes document the specific development of qualification requirements commensurate with difficulty, importance and frequency of performance of water treatment tasks		

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<b>a GENERAL</b>					
Training programs consist of a combination of classroom-type and on-the-job training, including simulator and laboratory training as applicable	Yes	No	The RTM and the TIP		
(1)(a) Personnel who are appointed to positions in the operating organization subsequent to approval of the Training Implementation Matrix required by DOE 5480 20 of 2-20-91 meet the education and experience requirements of DOE 5480 20A	Yes	No	Kaiser-Hill HR Manual and Rocky Flats TIM approved September 1992		
(1)(b) Personnel who are appointed to positions in the operating organization prior to the approval of the TIM are required to participate in job-specific training and qualification/certification programs and subsequent continuing training programs	Yes	No	The TUM, the TIP, and the QPT All operating organization personnel in the positions listed on the Building 774 TIM Appendix 2 are required to receive the job specific training and qualification in accordance with these documents		
(3) Qualification and certification programs are reviewed by facility management and kept up to date to reflect changes to the SAR, procedures, regulations, and applicable industry operating experience	Yes	No	The RMRS Water Management and Treatment Group maintains and updates the T & Q program for the water treatment operations personnel in Building 774 independent of SSOC facility management Information on changes to the SAR and related building safety envelope procedures are transmitted by SSOC facility management and incorporated by RMRS into the qualification program for water treatment operations personnel RMRS also updates the qualification program for changes to the water treatment operation procedures, regulations and the lessons learned program maintained by the Team Lead		
Team training is incorporated into the training program if job functions require team solutions and activities	Yes	No	Team training is employed, but personnel are qualified individually		

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<b>b Training Process</b>					
*A systematic approach to training is used to establish initial and continuing training programs to ensure operating organization personnel are qualified to perform job requirements	Yes	No	Building 774 TIP and appendices The JTAs for Process Specialist QSPs and for Engineering Technologists used a systematic approach to assessment of task functions, hazards to which water treatment operations personnel are exposed and necessary, specialized, task-specific training Use of the QPT tracks the status of personnel qualifications and continuing training These actions are consistent with the RTM		
<b>c Initial Training</b>					
Initial training programs are established for operating organization personnel at operable nuclear facilities to develop or enhance their knowledge and skills to perform job assignments	Yes	No	The TUM and the TIP		
Examinations (written, oral, operational evaluations, performance demonstrations) on material included in the training programs are administered and documented as appropriate	Yes	No	The RTM, Section IVC Written examinations are used for some of the initial training courses and task-specific QSPs required for qualification Oral examinations are applied and documented to test the qualification of RMRS personnel for the Operator position of Process Specialist in some of the QSPs, and for the Engineering Technologist position Additional examinations in the form of operational evaluations and performance demonstrations, are identified in the QSPs		
Operational use of trainees is in accordance with (IAW) 5480 20A 17 c	Yes	No	Conduct of Operations Manual, Chapter 3		
<b>d Continuing Training</b>					
Continuing training programs are established for operating organization personnel who perform functions associated with engineered safety features as identified in the facility SAR	N/A		Other than glovebox surveillances for process area equipment gloveboxes, RMRS operating personnel are not responsible for the engineered safety features (ESFs) in Building 774 See SSOC T1M The Process Specialist QSPs and Engineering Technologist QD in the Building 774 TIP, Appendix 2, address glovebox surveillance integrally with the task-specific qualification for the process area		

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(1) Continuing training is structured commensurate with specific position needs	Yes	No	Continuing training for these QSPs and QD is established in the TIP, Section VI, and the corresponding JTAs		
Continuing training is administered on a cycle not to exceed two years	Yes	No	Same as 7d		
Continuing training includes, at a minimum, training in significant facility system and component changes, applicable procedure changes, applicable industry operating experience, selected fundamentals with emphasis on seldom used knowledge and skills necessary to assure safety, and other training as needed to correct identified performance problems	Yes	No	The RTM, Section IV G, and Building 774 TIP, Section VI		
(2) Periodic examinations (written, oral, operational evaluations, performance demonstrations, as applicable to the position) are administered and documented throughout the cycle on material included in the operator (operators and their immediate supervisors) training programs	No	No	Same as 7d	B774 TC	9/30/97
(3) Continuing training programs for certified operators include preplanned classroom-type training, on-the-job training, and operational evaluations on a regular and continuing basis	N/A		Periodic written exams are employed for some of the core courses in TIP Appendix 1. A review of the operating organization personnel tasks, JTAs and QSPs are underway to assess needs for continuing training upgrades		
			There are no certified operator positions at Building 774 because significant quantities of fissionable material are not handled in the Building		

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Continuing training programs for certified operations personnel includes, at a minimum, the following training items as related to job performance					
(a) Training and examination covering abnormal facility procedures and emergencies at least annually for certified operators and certified supervisors,	N/A		Same as 7 d 3		
(b) Training drills conducted in the facility or on a simulator to enable personnel and operating teams to maintain their ability to respond to abnormal and accident situations	N/A		Same as 7 d 3		
Training drills conducted in the facility do not lead to or have the potential for safety concerns	N/A		Same as 7 d 3		
(c) Instruction in the use of facility systems to control or mitigate accidents, including both classroom and training conducted in the facility	N/A		Same as 7 d 3		
(d) Training on the subjects indicated in 5480 20A 17 d (4) (d) 1 through 8 as applicable to the position, whenever examinations and experience (Industry and nuclear facility specific) or evidence indicates a need for emphasis	N/A		Same as 7 d 3		
c General Employee Training (GET)					
A GET program is in place and all persons are trained in the subjects specified in 5480 20A 17 e (1) commensurate with their job duties	Yes	No	TUM 1-S52-T&Q-TR-004		
(2) Visitors, contracted personnel, and temporary personnel are under	Yes	No	TUM 1-S52-T&Q-TR-004		

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continuous escort while at the facility unless they have been trained in appropriate areas from the subjects specified above to the extent necessary to ensure safe execution of their duties					
(3) A written examination covering the areas specified in 5480 20A 17 e (3) is required for all personnel except short-term visitors	Yes	No	TUM 1-S52-T&Q-TR-004		
Persons who do not pass this examination are not permitted access without a continuous escort	Yes	No	TUM <sup>1</sup> 1-S52-T&Q-TR-004		
(4) Changes in GET areas identified in 17e(1) of the Order are included in continuing training programs for all facility personnel	Yes	No	TUM 1-S52-T&Q-TR-004		
<b>f Probabilistic Risk Assessment (PRA) Training</b>					
For those facilities for which a PRA has been performed, PRA results are included in initial and continuing training programs for operations and technical support personnel IAW 5480 20A 17 f	N/A		A PRA has not been performed nor is one planned for Building 774, therefore, this requirement is N/A		
<b>g Technician and Maintenance Personnel Training</b>					
(1) Personnel in this category are qualified to perform tasks associated with their job specialty, or are directly supervised	Yes	No	Building 774 TIP, Sections IV and V and Appendix 1 Core training is specified in TIP Appendix 1 for entry to Building 774 and the RMRS operating area for RMRS Maintenance Technologists		
(2) Training is provided on engineered safety features identified in the facility SAR and includes the systems (as applicable) and elements specified in 5480 20A 17 g (2)	N/A		Technician and maintenance work on ESFs are the responsibility of SSOC in Building 774		
(3) Training program content for radiological control technicians (RCT) is in accordance	N/A		RMRS is not responsible for RCTs in Building 774		

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with the requirements contained in 10 CFR 835, <u>Occupational Radiation Protection</u> , and DOE/EH-0256T, <u>DOE Radiological Control Manual</u>					
RCT training program elements (i.e., selection, training process, continuing training, qualification) are in accordance with the requirements of this Order	N/A		RMRS is not responsible for RCTs in Building 774		
<b>h Technical Staff Training</b>					
(1) A list of specific technical support personnel positions that have a direct impact on employee, facility, or public safety is developed	Yes	No	The RMRS technical support position entitled Engineering Technologist listed in the TIP for the water treatment operation in Building 774 has the potential to directly affect safety		
(2) A training program is established for entry-level technical support personnel	Yes	No	See the TIP The training and qualification program for entry level personnel is the standard program shown for any Engineering Technologist		
Subject areas (as appropriate to the position) specified in 5480 20A 17 h (2) are included in the training program	Yes	No	The topics found applicable are listed in the TIP appendices		
<b>i Management and Supervisory Training</b>					
The topics listed in paragraph 17 h (2) are included as appropriate	Yes	No	The TIP and Process Specialist JTAs		
Training programs for managers and first line supervisors are established and contain the topics listed in 5480 20 17, (1)&(2) as appropriate	No	No	Management and supervision personnel formerly participated in the Rocky Flats Manager/Supervisor Academy as documented through Site training records An assessment of the scope and responsibilities of all RMRS management and supervision positions is in progress Following that assessment and any indicated re-alignments, appropriate training topics from the Order will be evaluated for the position scopes and responsibilities and the manager/supervisor training program will be revised accordingly	RMRS Line Mgmt & RT	11/30/97

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<b>8. OPERATOR AND SUPERVISOR EXAMINATIONS</b>					
Comprehensive written and oral examinations and operational evaluations are prepared and administered for initial certification of certified operators and supervisors	N/A		Same as 7 d 3		
Comprehensive written examinations and individual performance demonstrations are prepared and administered for the initial qualification of other operators and supervisors	No	Yes	Written exams are used for some of the task-specific QSPs for water treatment Process Specialists and their Supervisors. Other task-specific QSPs are completed using oral examinations, since these tasks are geared exclusively to water treatment system control manipulations wherein oral tests were judged more appropriate to assess capability. Per FSAR Chapters 7 & 8, nuclear criticality is only a credible threat in one piping system (mitigated by an LO/TO action) and environmental release hazards have a very low probability. Due to these low hazards RMRS' graded approach, as allowed by TUM 96-RF/T&Q-0005, Section 1, does not include comprehensive written examinations for Process Specialists. All QSPs include individual performance demonstrations.		
Separate oral examinations and operational evaluations are administered to Category A personnel (they may be combined for Category B and non-reactor nuclear facilities)	Yes	No	Oral examinations and operational evaluations are combined for water treatment Process Specialists		
These examinations contain a representative sampling of the knowledge and skills identified in and derived from the learning objectives resulting from the systematic analysis of the position, and from information in the SAR, system description manuals and operating procedures, lessons learned from Occurrence Reports, and other applicable sources	Yes	No	The JTAs for task-specific Process Specialist QSPs. Note that the JTAs do not analyze the "position" in a single analysis, but rather assess a specific set of duties for each part of the water treatment operation.		
a Written procedures which address examination/evaluation development	Yes	No	TUM, Training and Qualification Program, 96 RF/T&Q-0005		



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approval, security, and administration are in place to administer examinations and operational evaluations					
Written procedures are in place to establish and maintain examination question banks	Yes	No	TUM, Training and Qualification Program, 96 RF/T&Q-0005		
b The oral examination content is tailored to evaluate the candidate's operational knowledge (initial/continuing training program subjects) and organizational awareness to determine how the individual will function in an operating environment	Yes	No	RTM, Section IV 77		
<b>9. OPERATOR AND SUPERVISOR REEXAMINATIONS</b>					
Reexaminations for certified and qualified operators and supervisors include subjects in which the person is expected to be knowledgeable and emphasize those subjects covered by the continuing training program	Yes	No	The Process Specialist JTAs identify the type and frequency of re-examinations and the necessary skills and knowledges to be verified Re-examinations are based on the continuing training program materials and the JTA skills and knowledge		
Comprehensive biennial examinations or periodic examinations throughout the continuing training cycle are administered	No	Yes	Re-examinations are administered at the end of the 2 year continuing training cycle for Process Specialist QSPs, but there is no comprehensive examination for the position See second and fourth responses to Section 8		
Written examinations and performance demonstrations are administered to requalify operators and supervisors	No	Yes	See second and fourth responses to Section 8 In the same way written re-examinations are not required for requalification on the Process Specialist QSPs Oral examinations and individual performance demonstrations are administered		
Written and oral examinations and operational evaluations are administered to recertify operators and supervisors	N/A		There will be no certified operator or supervisor positions in Building 774		

# APPENDIX 3 - BUILDING 774 COMPLIANCE MATRIX FOR DOE ORDER 5480 20A

RF/RMRS-97-064  
RMRS SUPPLEMENT

Rev 0 Date 8/28/97

ORDER REQUIREMENTS	REQ MET YES/NO	EXCEPTION TAKEN TO REQ YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
Separate biennial oral examinations and operational evaluations are administered to Category A personnel (they may be combined for Category B and non-reactor nuclear facilities)	N/A		There will be no certified operator or supervisor positions in Building 774		
<b>10. REQUALIFICATION</b>					
Operators and their supervisors are not allowed to continue to function in qualified or certified positions if they have not completed all of the requalification or recertification program elements (continuing training and associated examinations) within the two year continuing training cycle	Yes	No	RTM, Section IV G and TIP, Section VI		
If a qualified or certified operator or supervisor fails a requalification or recertification examination, or shows serious job performance deficiencies which indicate that he or she may perform in an unsafe manner, the individual is removed from activities requiring qualification or certification	Yes	No	TUM and RTM, Section IV I		
a Qualification or certification is regained only after completing remedial training designed to correct the deficiency(s) and satisfactory completion of a reexamination	Yes	No	TUM and RTM, Section IV I		
(1) Recertification includes a review of individual operating performance during the past certification period by either line management, by a committee, or by a person designated by management and a current medical examination	N/A		There will be no certified operator or supervisor positions in Building 774		

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b When a certified operator or supervisor has been absent from certification duties for greater than 3 months, but less than 12 months, selected retraining (including written and oral examinations and operational evaluations) is provided as deemed necessary prior to reassignment to certification duties	N/A		There will be no certified operator or supervisor positions in Building 774		
If the absence is greater than 12 months, comprehensive written and oral examinations and operational evaluations (as required of initial candidates) are given to determine weak areas	N/A		There will be no certified operator or supervisor positions in Building 774		
Retraining and reexamination are required in areas of weakness	N/A		There will be no certified operator or supervisor positions in Building 774		
<b>11. EXCEPTIONS TO TRAINING</b>					
In all cases, the requisite examinations (as described in 18) to establish qualification are completed	Yes	No	TUM 1-S49-T&Q-EX001		
a Written procedures and criteria are in place for taking and documenting exceptions to the initial training program requirements of 5480 20A	Yes	No	TUM 1-S49-T&Q-EX001		
The name of the person, the specific subject for which the exception is requested, and the justification are included as part of the documentation for each exception	Yes	No	TUM 1-S49-T&Q-EX001		
The operating organization ensures that sufficient facility-specific instruction is provided to enable the candidate to	Yes	No	TUM 1-S49-T&Q-EX001		

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perform job requirements						
Exception procedures are submitted to and approved by the DOE Operations Office Manager		Yes	No	TUM 1-S49-T&Q-EX001		
Individual exceptions are approved by contractor management after approval of the exception procedure by the Operations Office Manager		Yes	No	TUM 1-S49-T&Q-EX001		
If challenge examinations are administered, they are sufficiently comprehensive to adequately test the learning objective(s) that are stated in the training program		Yes	No	TUM 1-S49-T&Q-EX001		
<b>12. EXTENSIONS</b>						
Written procedures which include the elements contained in 5480 20A I 12 a (1) through (3) are in place to control extensions of qualification and certification		Yes	No	TUM 96-RF/T&Q-0005		
Extension of certification is approved by the Operations Office Manager		N/A		There will be no certified operator or supervisor positions in Building 774		
Extension of qualification is approved by contractor management		Yes	No	TUM 96-RF/T&Q-0005		
<b>13. ALTERNATIVES TO EDUCATION AND EXPERIENCE</b>						
Alternatives to the education requirements specified are considered on a case-by-case basis and approved and documented by the operating organization		Yes	No	K-H Manual HSP-5 06 and RTM, Section IV F		
A system or written procedure is in place for determining alternatives to educational		Yes	No	K-H Manual HSP-5 06 and RTM, Section IV F		

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requirements using the guidelines provided in 5480 20A					
(4) Related experience may substitute for education at the rate of six semester credit hours for each year of experience up to a maximum of 60 credit hours	Yes	No	K-H Manual HSP-5 06 and RTM, Section IV F		
b A system or written procedure is in place for determining alternatives to experience requirements using the guidelines provided in 5480 20A	Yes	No	K-H Manual HSP-5 06 and RTM, Section IV F		
(1) Formal education is not allowed to substitute for more than 50 percent of the experience requirement unless otherwise stated in 5480 20 requirements	Yes	No	K-H Manual HSP-5 06 and RTM, Section IV F		
(2) Job-related training in the position sought may qualify as equivalent to nuclear experience on a one-for-one basis for up to a maximum of two years	Yes	No	K-H Manual HSP-5 06 and RTM, Section IV F		
<b>15. RECORDS</b>					
Written procedures are in place that specify requirements for the maintenance of training, qualification, and certification records for operating organization personnel	Yes	No	TUM 96 RF/T&Q-0005		
a Qualification and certification of personnel is documented in an easily auditable format	Yes	No	TUM 96 RF/T&Q-0005		
Individual qualification and certification records include all items specified in 5480 20A I 15 a (1) through (7)	Yes	No	TUM 96 RF/T&Q-0005		
b A historical record that documents initial qualification or certification and	Yes	No	TUM 96 RF/T&Q-0005		

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applicable information from a above, that verifies the most recent qualification or certification is retained in individual records					

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## CHAPTER IV NON-REACTOR NUCLEAR FACILITY PERSONNEL

### 2. ENTRY LEVEL

#### a MANAGERS

Meets the following prior to assuming the position

	Yes	No	K-H Team Salary Administration Program and TIP		
(1) Has a BS in engineering or related science	Yes	No	Same as 2a(1)		
(2) Experience, 4 years nuclear (3)(a) A degree may fulfill 3 years (job related education or experience may substitute for a degree)	Yes	No	Same as 2a(1)		
(3)(b) Establish facility-specific training based upon comparison of persons background and abilities with position requirements	Yes	No	Same as 2a(1)		
(c) The Training Manager has a Baccalaureate which includes courses in education and technical subjects	Yes	No	Same as 2a(1)		

#### b SUPERVISORS

Meets the following prior to assuming the position

	Yes	No	K-H Team Salary Administration Program, CBA, Job Position Descriptions and TIP		
(1) Has a High School Diploma	Yes	No	Same as 2b(1)		
(2)(3) Experience, 3 years nuclear of which full-time academic training may fulfill 2 years	Yes	No			

#### c OPERATORS

	Yes	No	K-H CBA, Job Position Descriptions and TIP		
(1) Has a High School Diploma	Yes	No			

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<b>d    TECHNICIANS</b>						
(1)	Experience, 1 year job related	Yes	No	Same as 2c(1)		
<b>e,    MAINTENANCE PERSONNEL</b>						
(1)	Experience, 1 year maintenance related	Yes	No	Same as 2c(1)		
<b>f    TECHNICAL SUPPORT PERSONNEL</b>						
(1)	Baccalaureate in engineering or related science	Yes	No	Same as 2a(1) Section IV of the Building 774 TIP describes the alternative use of job-related experience and training in place of the BS degree This alternative has been duly acknowledged by line management signoff of the TIP and memoranda to the Engineering Technologists' personnel files, in accordance with Section IV F of the RTM		
(2)	Experience 2 years Job related and 1 year Nuclear	Yes	No	Same as 2a(1)		
<b>g    TRAINING ORGANIZATION PERSONNEL</b>						
<b>(1)    Training    Coordinators</b>						
	(a) High School Diploma	Yes	No	Same as 2a(1)		
	(b) 2 years nuclear and 6 months on site	Yes	No	Same as 2a(1)		
<b>(2)    Training    Instructors</b>						
	(a) High School Diploma	Yes	No	Same as 2b(1)		
	(b) Experience Consistent with the material being presented	Yes	No	Same as 2b(1)		
<b>(c)    Special Requirements</b>						
	Instructors responsible for instruction on subjects such as Technical Safety Requirements have received training	Yes	No	TUM 96-RF/T&Q-0005 and RTM, Section III B		



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on facility operating characteristics and principles, and operating limits and their bases					
Instructors have demonstrated knowledge of instructional techniques through training or experience and are qualified by the Training Manager (or equivalent) for the material being presented	Yes	No	Section III B		
<b>3. MEDICAL EXAMINATIONS</b>					
The physical demands imposed upon personnel for both routine and emergency functions are determined	Yes	No	HSP 4 09, Occupational Health Department (OHD) P&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		
An initial medical examination is administered to candidates	Yes	No	HSP 4 09, OHDP&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		
Certified operators, fissionable material handlers, and certified supervisors are reexamined at least every two years	N/A		There are no certified operator, fissionable material handler or supervisor positions in Building 774		
Certified operators, fissionable material handlers, and certified supervisors are medically cleared prior to returning to work following any sickness or injury which keeps the person from performing duties for a period exceeding one month	N/A		There are no certified operator, fissionable material handler or supervisor positions in Building 774		
Medical examination requirements for other operating organization personnel are established by contractor procedures	Yes	No	HSP 4 09, OHDP&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		
<b>4. SPECIFIC TRAINING</b>					
The depth and scope of training and qualification programs are commensurate with	Yes	No	RTM, TUM 96-RF/T&Q-0005 and TIP The low hazard level of water treatment operations in Building 774 is directly factored		

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the hazard level and complexity of the operations			into the T&Q program graded approach for Process Specialists		
<b>a OPERATORS</b>					
Training is sufficiently comprehensive to cover areas which are fundamental to the job duties	Yes	No	RTM, TUM 96-RF/T&Q-0005 and TIP		
(1) A core of subjects such as industrial safety, instrumentation and control, basic physics, chemistry, industry operating experience, the position and the facility is established	Yes	No	RTM, TUM 96-RF/T&Q-0005 and TIP		
(2) Training programs include on-the-job and classroom-type training on the topics identified in IV 4 a (2)	Yes	No	RTM, TUM 96-RF/T&Q-0005 and TIP		
<b>b FISSIONABLE MATERIAL HANDLERS</b>					
Training includes the same categories specified for Operators, and additional categories listed in IV 4 b to the extent applicable to the position	N/A		There are no fissionable material handler positions in Building 774		
<b>c SUPERVISORS</b>					
Training includes the categories and on-the-job training specified for Operators and Fissionable Material Handlers to the extent to which they apply, and is of increased depth to reflect the added responsibility of the supervisor position	Yes	No	TUM 96-RF/T&Q-0005 and TIP Increased depth achieved through TIP Appendix 1 supervisor course selection and through "Supervisor Addenda" to some of the Process Specialist QSPs		
<b>d CERTIFIED OPERATOR WRITTEN EXAMINATION CONTENTS</b>					
The examination includes a representative sampling from the items listed in IV 4 d, in addition to the items listed in paragraph 4a, as appropriate to the position and to the facility	N/A		There are no certified operator or supervisor positions in Building 774		

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c CERTIFIED SUPERVISOR WRITTEN EXAMINATION CONTENTS					
The examination includes a representative sampling from the items listed in IV 4 e, in addition to the items listed in paragraph IV 4 d, as appropriate to the position and to the facility	N/A		There are no certified operator or supervisor positions in Building 774		
f OPERATIONAL EVALUATIONS					
The operational evaluations administered to certified operator, fissionable material handler, and certified supervisor candidates are generally similar in scope	N/A		There are no certified operator or supervisor positions in Building 774		
The evaluation contains questions and operational exercises and includes a facility walkthrough, and may include system and/or component operation	N/A		Same as f above		
Operational evaluations, to the extent applicable to the facility, require the candidate to demonstrate an understanding of, and the ability to perform the actions necessary to accomplish a representative sampling from the items listed in IV 4 f (1)-(12)	N/A		Same as f above		
*g CONTROL MANIPULATIONS					
*A list of control manipulations that is based on an analysis of the job is established	N/A		Same as f above		
*Certified operator, fissionable material handler, and certified supervisor candidates perform control manipulations for initial certification and	N/A		Same as f above		
*On a biennial basis as part of the continuing training program after certification is achieved	N/A		Same as f above		